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**MEMORANDUM**

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**TO: ALL CIRM STAFF**

**FROM: CHILA SILVA-MARTIN - VICE PRESIDENT, FINANCE**

**SUBJECT: UPDATE TO THE CIRM PRIVATE CAR MILEAGE REIMBURSEMENT RATE**

**DATE: March 8, 2018**

In accordance with the IRS standard mileage rate increase, the *new* CIRM mileage reimbursement rate for expenses incurred in connection with the business use of a personal car is increased to *54.5 cents per mile*.

The new rate is effective for expenses incurred on or after January 1, 2018. You may submit a supplemental Travel Expense Reimbursement Claim (TEC) to amend any previously submitted TECs.

If you have any questions, please contact Lilia Leal at (415)740-8621.